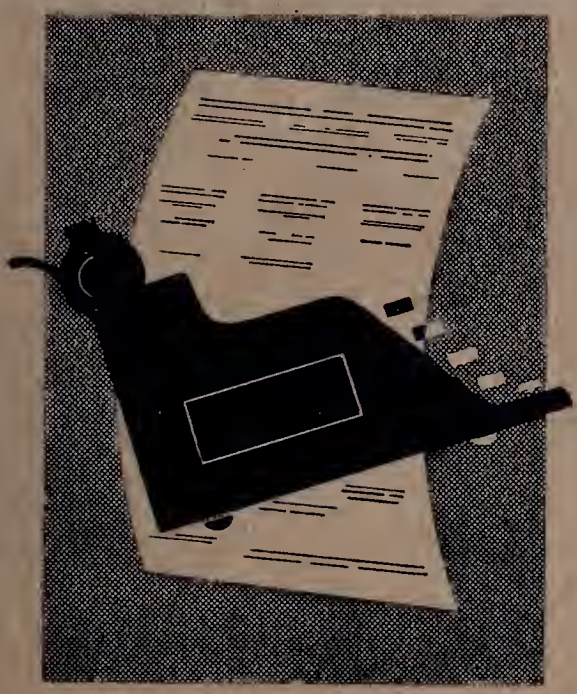
Official Forms In Use

(A Bibliography)

BULLETIN 8

LESTER K. ADE

Superintendent of Public Instruction



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
HARRISBURG
1939

DEPARTMENT STAFF

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Chairman, Board of Presidents, State Teachers College

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F. STEWARD HARTMAN, *Executive Assistant*

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Child Accounting and Research .....CARL D. MORNEWECK, Chief
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Heating and Ventilating .....JOSEPH K. GASTROCK, Adviser
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J. K. BOWMAN, Adviser
School Business .....E. A. QUACKENBUSH, Chief
D. EDWIN DITZLER, Adviser
ROY CLEAVER, Adviser
Vocational Education Finances .....W. M. J. McCLURE, Adviser
Public School Subsidies .....GEORGE H. RICHWINE, Adviser
Budgetary Control—Accounting .....FRANCES M. BURKE, Chief
Purchases .....JOHN F. BOLAND, Adviser

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Secondary Education .....H. FRANK HARE, Chief
OLIVER S. HECKMAN, Adviser
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Art Education .....C. VALENTINE KIRBY, Chief
Music Education .....M. CLAUDE ROSENBERRY, Chief

(Continued Inside Back Cover)

OFFICIAL FORMS IN USE

(A Bibliography)

Bulletin 8

Lester K. Ade
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg 1939

FOREWORD

In the transaction of official business, the Department of Public Instruction uses more than 600 different forms. They include cards, blanks, envelopes, folders, pads, letterheads, questionnaires, and the like. Each form has been created and developed to serve a specific purpose in conducting the educational affairs of the Commonwealth. They facilitate the collection of information, the compilation of reports, the routine procedures of school officials, and the establishment of more efficient methods of handling the multifarious details related to the work of administering the public school program.

The official forms of the Department are used in every major area of service, including Administration and Finance, the Teacher Education Program, Instructional Activities, Library Service, Professional Licensing, School Employes' Retirement, the Management of State Historical Projects, Censorship of Motion Pictures, and Public Relations.

The present pamphlet contains a bibliography of the official forms of the Department classified under the major units of service. The bibliography is intended not only to inform the public as to the variety of forms that are available for use, but to serve as a basis for the development of new and improved devices for the most efficient management of our schools.

LESTER K. ADE
Superintendent of Public Instruction

April, 1939

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OFFICIAL FORMS IN USE

(A Bibliography)

I EXECUTIVE OFFICE

No.	*Title*	*Form No.*	*Format*	*Size*
1	Department Labels	AD-4	Label	5 x 3
2	Absence from Office	AD-8	Card	5 x 3
3	Permit from Sunday Concert	AD-10	Blank	8 x 10½
4	Personnel Record		Card	8 x 5
5	Copy Sheets with Department Heading		Stationery	8 x 10½
6	Printed Gummed Tape		Tape	1½" wide
7	Department Organization Chart		Chart	17 x 22
8	Department Letterheads		Letterhead	8 x 10½
9	Superintendent Letterheads		Letterhead	8 x 10½
10	State Council of Education Letterheads		Letterhead	8 x 10½
11	Kraft with Columbian Clasp Envelopes	AD-15	Envelope	17 x 6
12	Window, return address in left-hand corner	AD-16	Envelope	8⅞ x 3⅞
13	White, return address in left-hand corner	AD-17	Envelope	9½ x 4⅛
14	Window, return address in left-hand corner	AD-17	Envelope	9½ x 4⅛
15	Kraft with Columbian Clasp Envelopes	AD-18	Envelope	7½ x 10½
16	Kraft with Columbian Clasp Envelopes	AD-19	Envelope	10 x 13
17	Kraft with Columbian Clasp Envelopes	AD-20	Envelope	6½ x 9½
18	White, return address in left-hand corner	AD-21	Envelope	6½ x 3⅝
19	Kraft with Columbian Clasp	AD-22	Envelope	10 x 15
20	Kraft with Columbian Clasp	AD-23	Envelope	9 x 12
21	Manila with Columbian Clasp	AD-24	Envelope	16 x 10
22	Manila with Ungummed Flap	AD-25	Envelope	9½ x 4⅛
23	State Council of Education Envelopes	AD-26	Envelope	8½ x 4⅛
24	Manila with Ungummed Flap		Envelope	9½ x 6½
25	Economy Postcard		Card	5½ x 3¼
26	Name Card (Official Employe Identification)		Card	3½ x 2
27	Directory of Department		Chart	9 x 6

II BUREAU OF ADMINISTRATION AND FINANCE

A. School Law—No Forms

B. Child Accounting and Research

No.	*Title*	*Form No.*	*Format*	*Size*
1	Enumeration of Aliens (New)	CA-1A	Book	13¼ x 6½
2	Enumeration of Illiterates (New)	CA-1B	Book	13¼ x 6½
3	Enumeration of Children (Revised)	CA-1C	Book	13¼ x 6½
4	Assignment of Children (Revised)	CA-2C	Blank	8½ x 11
5	Summary of Enumeration of Aliens and Illiterates (New)	CA-3AB	Blank	8 x 10½

No.	*Title*	*Form No.*	*Format*	*Size*
6	Summary of Enumeration of Children (Revised)	CA-3C	Blank	8 x 10½
7	School Attendance Register (Revised)	CA-4	Book	8½ x 11¼
8	Roll of Pupils and Attendance Record	CA-5	Blank	8½ x 11
9	Attendance Register Slip	CA-6	*(Discontinued)*	
10	Teacher's Monthly Attendance Report	CA-7	Card	8 x 5
11	Principal's Summary of Attendance Reports (Revised)	CA-8	Booklet	8 x 10
12	Superintendent's Attendance Report Summarizing Monthly Attendance Reports of Principals (Revised)	CA-9	Booklet	8 x 10
13	Teacher's Summary Attendance Report (Revised)	CA-10	Card	8½ x 11
14	Annual Attendance Report of Principal (Revised)	CA-12	Card	8½ x 11
15	Annual Attendance Report of Superintendent (Revised)	CA-13	Card	8½ x 11
16	Perfect Attendance Certificate	CA-16	Blank	10 x 8
17	Perfect Attendance Seal	CA-17	Seal	2⅛
18	Teacher's Letter	CA-18	Form Letter	8½ x 11
19	Elementary School Age-Grade-Progress Table (Teacher—Low)	PICA-20-TL	Blank	11 x 15
20	Elementary School Age-Grade-Progress Table (Teacher—High)	CA-20-TH	Blank	11 x 15
21	Summary Elementary School-Age-Grade Progress Table (Summary—High)	CA-20-SH	Blank	11 x 24
22	Summary Elementary School-Age-Grade Progress Table (Summary—Low)	CA-20-SL	Blank	11 x 25
23	Secondary School Age-Grade-Progress Table (Teacher—Low)	CA-22-TL	Blank	11 x 13
24	Secondary School Age-Grade-Progress Table (Teacher—High)	CA-22-TH	Blank	11 x 13
25	Summary Secondary Age-Grade-Progress Table	CA-22-S	Blank	11 x 33½
26	Transfer Card Envelopes	CA-23E	Envelope	6½ x 3⅝
27	Transfer Card	CA-23TC	Card	5 x 3
28	Attendance Officer's Book	CA-25	Booklet	5½ x 3¾
29	Preliminary Blank — Vacation Employment Certificate	CA-26	Blank	11 x 5
30	Promise of Employment	CA-29	Blank	8½ x 5½
31	Affidavit and Physician's Statement	CA-30	Blank	8 x 5
32	Vacation Employment Certificate	CA-31	Blank	11 x 5
33	Preliminary Blank, General Employment Certificate (Revised)	CA-32	Blank	11 x 5
34	General Employment Certificates	CA-36	Blank	16 x 5
35	Temporary General Employment Certificate (New)	CA-36 (T-GEC)	Blank	16 x 5
36	Emergency Permit—Farm or Domestic Service	CA-37	Blank	12 x 5
37	Exemption Permit—Farm or Domestic Service	CA-39	Blank	11 x 4¾
38	Authorization Blank	CA-42	Card	5 x 3
39	Request for Blanks (Revised)	CA-43	Card	5 x 3
40	Receipt for Employment Blanks	CA-44	Card	5 x 3

No.	Title	Form No.	Format	Size
41	Employer's Report of Employment of Minors	CA-45	Blank	8 x 5
42	Employment Certificate Report (Revised)	CA-46	Card	8 x 10
43	Age Certificate	CA-47	Card	5 x 3
44	Age Certificate (With Stub)	CA-47	Card	7½ x 3
45	Supervisor's Report of Visitation	CA-54	Card	3¾ x 6
46	Supervisor's Report of Visitation—Second Sheet	CA-54a	Card	3¾ x 6
47	Certificate of Preparation for Secondary School Entrance of Non-Resident Pupils	CA-56	Booklet	11 x 5
48	Comparative Enrolment and Attendance Data		Card	8 x 5
49	Attendance Data		Binding	
50	Application for Excusal from School (New)	CA-57	Blank	8½ x 11
51	Application for Excusal from School (New) (School Districts from the first and second classes) (Mimeographed)	CA-58	Blank	8½ x 11
52	Superintendent's Annual Report (Revised)	CA-59	Blank	8½ x 11
	C. School Plant			
53	General School Building Situations	SP-1	Blank	24 x 12¾
	D. Consolidation and Transportation			
54	Annual Report Consolidated School	RS-1	Card	8 x 5
	E. School Business			
55	Application for Appropriation—1st, 2nd, and 3rd	BB-1	Blank	8½ x 11
56	Extra Sheet for Application for Appropriation	BB-2	Blank	11 x 8½
57	Application for Appropriation—4th	BB-3	Blank	8½ x 11
58	Distribution of Expenditures	BB-4	Blank	8½ x 7¼
59	Dept. A.—General Control (Business and Educational Administration)	BB-6	Blank	22 x 17
60	Dept. B.—Expenses of Instruction	BB-7	Blank	22 x 17
61	Dept. D.—Operation of School Plant	BB-8	Blank	22 x 17
62	Dept. E.—Maintenance of Plant (Upkeep)	BB-9	Blank	22 x 17
63	Dept. F.—Fixed Charges			
64	Statement of Bank Account	BB-10	Blank	22 x 17
65	Monthly Summary of Receipts and Expenditures	BB-11	Blank	22 x 17
66	Application for Appropriation for Transportation	BB-12	Blank	8½ x 11
67	Sworn Statement Relative to Children	BB-13	Blank	8½ x 11
68	Application for Appropriation for Secondary School Tuition	BB-14	Blank	8½ x 11
69	Directions for Filling Out the Annual Financial Report for School Districts	BB-15	Blank	8 x 10½
70	Annual Financial Report, 1st, 2nd, 3rd, 4th	BB-16	Blank	8½ x 11
71	Superintendent's Annual Report	BB-18	Blank	8½ x 11
72	Contract for the Transportation of Public School Pupils	BB-19	Blank	8½ x 11

No.	*Title*	*Form No.*	*Format*	*Size*
73	Operator's Contract for the Transportation of Public School Pupils	BB-19A	Blank	8½ x 11
74	Members of School Board	BB-20	Card	8 x 5
75	Report of Teachers Employed	BB-21	Blank	11 x 8½
76	Financial Account Book 4th	BB-22A	Book	14 x 11
77	Financial Account Book 4th	BB-22B	Book	14 x 11
78	Dept. C.—Auxiliary Agencies and Coordinate Activities	BB-23	Blank	22 x 17
79	Voucher Record	BB-24	Blank	22 x 17
80	Auditor's Report	BB-25	Blank	22 x 17
81	Dept. G.—Debt Service and Sinking Fund Account	BB-26	Blank	22 x 17
82	Dept. H.—Capital Outlay (Acquisition and Construction)	BB-27	Blank	22 x 17
83	Record of Exonerations Granted	BB-28	Blank	22 x 17
84	Record of Cash Receipts	BB-29	Blank	22 x 17
85	Returned Tax Record	BB-30	Blank	22 x 17
86	Tax Lien Record	BB-31	Blank	22 x 17
87	Annual School Budget	BB-32	Blank	8½ x 11
88	Oath of Office for School Director	BB-33	Blank	8½ x 11
89	Institutional Children's Residents Report	BB-34-ICR	Blank	8 x 10½
90	Sworn Statement of Officers of Institutions Having Children to Attend Public Schools	BB-35 (IC-1)	Blank	8½ x 11
91	Sworn Statement of Officers of School Board	BB-36 (IC-2)	Blank	8½ x 11
92	Sworn Statement Regarding Children Placed by Court or Other Agency	BB-37	Blank	10½ x 8

F. Budgetary Control

93	Expenditures by Object Accounts	BB-1	Blank	14 x 17
94	Expenditures by Object Accounts (General Fund)	BB-2	Blank	14 x 17
95	Expenditures by Functions or Projects	BB-3	Blank	14 x 17
96	Explanations	BB-5	Blank	14 x 17
97	Estimate and Budget by Object Accounts	BB-11	Blank	14 x 11
98	Estimate and Budget for Allocations	BB-12	Blank	22 x 15
99	Estimate and Budget by Functions or Projects	BB-13	Blank	14 x 11
100	Monthly Report of Appropriations and Allocations	BB-51	Blank	17 x 11
101	Monthly Report of Appropriations or Allocations by Objects	BB-52	Blank	17 x 11
102	Report of Appropriations or Allocations by Functions or Projects	BB-52a	Blank	17 x 11
103	Report of Appropriations or Allocations by Objects	BB-52b	Blank	17 x 11
104	Financial Report (Budget Section)	BB-60atc	Blank	17 x 17
105	Financial Report (Expenditure Section)	BB-60btc	Blank	22 x 17
106	Financial Report (Fixed Capital and Special Fund Section)	BB-60dtc	Blank	17 x 17
107	Expenditure and Budget Control Ledger	BB-202	Blank	14 x 11
108	Ruled Ledger Sheet for General Purposes	BB-205	Blank	14 x 11

No.	Title	Form No.	Format	Size
109	Appropriation Requisition	BB-240	Blank	14 x 17
110	Appropriation Requisition	BB-240a	Blank	8½ x 14
111	Appropriation Payroll Requisition	BB-242	Blank	8½ x 14
112	Appropriation Payroll Requisition	BB-242b	Blank	8½ x 14
113	Appropriation Payroll Record	BB-242c	Blank	8½ x 14
114	Certificate of State Employes' Retirement Deductions	BB-243	Blank	8½ x 14
115	Application for Maintenance Allowance	BB-243b	Blank	8½ x 10½
116	Nomination of Beneficiaries	BB-243c	Blank	8½ x 10½
117	Per Diem Voucher	BB-245b	Blank	8½ x 7
118	Traveling Expense Voucher	BB-246a	Blank	8½ x 11
119	County and Assistant County Superintendent Individual Ledger Sheets	AD-7	Blank	14 x 11¼
120	Appropriation Advancement Requisition	BB-250d	Blank	8½ x 14
121	Voucher Register	BB-251	Blank	14 x 11
122	Transportation Order	BB-251a	Blank	9½ x 3-6/8
123	Expenditure and Budget Ledger	BB-252	Blank	14 x 11
124	Requisition-Distribution Sheet	BB-260	Blank	17 x 14
125	Store Ledger	BB-261	Blank	14 x 8½
126	Purchase Request — Allocation or Agency	BB-271d	Blank	8½ x 11
127	Printing Request	BB-271e	Blank	8½ x 11
128	Emergency Purchase Order	BB272-c	Blank	8½ x 11
129	Stores Withdrawals by Function and Object Classification	BB-279b	Blank	8½ x 14
130	Form Approval Request	BB-505	Blank	8½ x 7
131	Agency Ratification Purchase Order	PSSP-84	Blank	8½ x 11
132	Automobile Mileage Report	PSAD-225	Blank	8½ x 11
133	Automobile Cost Report	PSAD-231	Blank	17 x 11
134	Appropriation Advancement Requisition	BB-250d	Blank	8½ x 14
135	Accounting for Appropriation Advancement Requisition	BB-250E	Blank	14 x 17
136	Voucher Certifying Attendance of Members at County Board Meetings	PIAD-11	Blank	8½ x 5½

III. TEACHER EDUCATION AND CERTIFICATION

No.	Title	Form No.	Format	Size
1	Teacher's Rating Score	TC-2	Card	8 x 5
2	Approved Preparation Certificate	TC-3	Blank	8½ x 11
3	State Standard Limited	TC-5	Certificate	10 x 8
4	Summer School Enrolment			
5	Placement Service Credential	TC-7	Blank	8 x 5
6	Certificate Application	TC-8	Blank	8½ x 11
7	Form Letter—To whom it may concern	TC-9	Letter	4 x 7
8	Acknowledgment	TC-10	Card	5½ x 3¼
9	Partial Certificate Renewal	TC-11	Slip	5 x 3
10	Application for Duplicate Credential	TC-12	Blank	8 x 5
11	Form Letter—The Placement Service	TC-13	Letter	5¼ x 8
12	Superintendent's Commission, Second and Third Class Districts	TC-14	Certificate	17 x 14
13	Teacher's Record	TC-16	Card	8 x 5
14	Teacher Placement Service	TC-18	Pamphlet	4¼ x 6½
15	Instructions for Submitting Certificate Applications Blanks	TC-20	Blank	8½ x 7

No.	Title	Form No.	Format	Size
16	State Teachers College Faculty Record	TC-23	Blank	11 x 8½
17	Placement Service Registration	TC-24	Card	8 x 5
18	Memorandum of Agreement	TC-25	Card	8 x 5
19	Request for Candidate	TC-27	Card	8 x 5
20	Emergency	TC-28	Certificate	8 x 5
21	Emergency Certificate Record	TC-29	Card	8 x 5
22	Oath of Office—District Superintendent	TC-31	Card	8 x 10
23	Application for Supervising Principal's Certificate	TC-33	Blank	8½ x 11
24	Oath of Office—County Superintendent	TC-36	Card	8 x 10
25	College—Secondary School Certificate	TC-39	Certificate	10 x 8
26	Standard	TC-40	Certificate	10 x 8
27	Normal School	TC-41	Certificate	10 x 8
28	Superintendent's Commission, first class district	TC-42	Certificate	17 x 14
29	Annual Report of Meetings of Teachers	TC-43	Blank	8½ x 11
30	Self-Addressed, Kraft with gummed flap	TC-44	Envelope	6 x 9
31	Registrant Letter	TC-46	Blank	8½ x 11
32	Supervising Principal	TC-48	Certificate	10 x 8
33	College—Elementary School	TC-49	Certificate	10 x 8
34	Vocational Extension Certificate	TC-50	Certificate	10 x 8
35	Certification Verification	TC-51	Blank	8½ x 11
36	Standards for the Preparation and Certification of Administrative and Supervisory Officers	No. 3	Pamphlet	3¾ x 9¼
37	Suggestions for the Conduct of Meetings of Teachers		Pamphlet	3¾ x 8¼
38	Requirements for College Certificates		Blank	6 x 9
39	Proceedings of Meetings of State Teachers College Presidents		Binding	
40	Annual Meeting of the Association of Trustees Pennsylvania State Teachers Colleges			8½ x 11
41	Annual Catalogs of the Pennsylvania State Teachers Colleges		Binding	
42	Record of Official Evaluations			
43	Statements of Credits		Binding	
44	Superintendent's Commissions			

IV. BUREAU OF INSTRUCTION

A. Extension Education

No.	Title	Form No.	Format	Size
1	Annual Extension Education Report	EE-1	Blank	8½ x 11
2	Extra Sheets for Annual Extension Education Report	EE-2	Blank	8½ x 11
3	Secondary School Summer Session Report	EE-3	Blank	8½ x 11
4	Extra Sheets for Secondary School Summer Session	EE-4	Blank	8½ x 11
5	Application for Accreditment of Evening Secondary Schools	EE-5	Blank	8½ x 11
6	Application for Approval of Reimbursement for Extension Education	EE-6	Blank	8½ x 11
7	Application for Approval of Summer Secondary School Courses		Blank	8½ x 11

No.	Title	Form No.	Format	Size
8	Application for Approval of Correspondence Study Agencies (Mimeo.)		Blank	8½ x 11
9	Application for Approval of Directed Correspondence Study (Mimeo.)		Blank	8½ x 11
B.	HEALTH AND PHYSICAL EDUCATION			
10	Reports of 4B Audiometer Test	AUD-5	Blank	8½ x 11
C.	SECONDARY EDUCATION			
11	Application for Permission to Extend the Secondary School Program of Studies or to Establish a New Secondary School (Mimeo.)		Blank	8½ x 11
12	Secondary School Classification Report	HS-1	Blank	8½ x 11
D.	SPECIAL EDUCATION			
13	Family History	SE-1	Blank	8 x 10½
14	Special Education Report	SE-2	Blank	8½ x 11
15	School History	SE-3	Blank	8 x 10½
16	Report of Medical Examiner	SE-4	Blank	8 x 10½
17	Institutional Report of Blind or Deaf Children Residing in Pennsylvania and Enrolled for Special Education	SE-5	Blank	8½ x 11
18	Notification of the Approval and Transmittal of an Uneducable Child Report	SE-6	Blank	8½ x 11
19	Report to the Department of Welfare Concerning an Uneducable Child	SE-7	Blank	8½ x 11
20	Mental Examination (Special Education Form 5)		Blank	8½ x 11
21	Annual Educational Report—State and State-aided Schools and Institutions		Blank	8½ x 11
E.	VOCATIONAL EDUCATION			
22	Home Economics Classes—Report on General Home Economics	VE-6	Blank	8½ x 11
23	Vocational Home Economics Schools and Classes—Annual Report	VE-15	Blank	8½ x 13
24	Vocational Homemaking Programs—Evening and Part-time—Application for Approval for State and Federal Aid and Tentative Budget (Mimeo.)	VOC-5	Blank	8½ x 11
25	Home Economics Schools—Supervision Report	VOC-7	Blank	8½ x 11
26	Vocational Homemaking Report	HS-V2	Blank	8½ x 11
27	Vocational Education in Homemaking—Annual Report of Home Projects (Mimeo.)		Blank	8½ x 11
28	Application for Authorization to Operate a Vocational Home Economics Department (Mimeo.)		Blank	8½ x 11
29	Vocational Education in Homemaking—Annual Digest Report of Home Projects (Mimeo.)		Blank	8½ x 11
30	Application for Authorization to Operate a State-aided Department of Vocational Agriculture	VOC-19	Blank	8½ x 11
31	Rural Community Vocational Schools and Departments of Vocational Agriculture—Annual Report	VE-14	Blank	8½ x 13

No.	*Title*	*Form No.*	*Format*	*Size*
32	Senior Project Report—Agriculture..	VE-21	Blank	17 x 22
33	Secondary School Vocational Agriculture Annual Report	HS-V1	Blank	8½ x 11
34	Supervisors of Agriculture—Annual Report (Mimeo.)		Blank	8½ x 11
35	Part-time and Evening Class Report—Agriculture (Mimeo.)		Blank	8½ x 11
36	Future Farmers of America—Annual Report (Mimeo.)		Blank	8½ x 11
37	Report on Former Pupils of Agriculture (Mimeo.)		Blank	8½ x 11
38	Secondary School Vocational Trade and Industrial Report	HS-V3	Blank	8½ x 11
39	Application for Authorization to Operate a State-aided Vocational Trade and Industrial School or Department (Mimeo.)	HS-V4	Blank	8½ x 11
40	Application for Authorization to Operate a State-aided Vocational Distributive School or Department (Mimeo.)	HS-V5	Blank	8½ x 11
41	Industrial Arts Report	VE-10	Blank	8½ x 11
42	Vocational Trade and Part-time Schools or Departments—Classes for Employed Persons—Annual Report	VE-11	Blank	8½ x 13
43	Vocational Industrial Schools or Departments—Annual Report	VE-13	Blank	8½ x 13
44	Maintenance of Supervision	VE-24	Blank	15 x 22
45	Maintenance of Teacher Education ..	VE-25	Blank	15 x 22
46	Summary of Receipts and Expenditures	VE-26	Blank	15 x 22
47	Control Account	VE-27	Blank	15 x 22
48	Secondary School Vocational Distributive Education Report	VE-28	Blank	8½ x 11
49	Preliminary Report for Classes in Vocational Distributive Education (For Employed Persons)	VE-29	Blank	8½ x 11
50	Vocational Distributive Schools or Departments	VE-30	Blank	8½ x 13
51	Vocational Trade and Industrial Schools or Classes—Report of Classes Operated for Employed Persons	XV-2	Blank	8½ x 11
52	Application for Authorization to Operate a State Reimbursed Vocational Trade or Industrial Evening School (Mimeo.)	XV-3	Blank	8½ x 11
53	Application for Authorization to Operate a State-aided Vocational Distributive School for Employed Persons (Mimeo.)	XV-4	Blank	8½ x 11
54	Forms To Be Used in Making a County Vocational Survey		Blank	8½ x 11
55	Application for Position with Public Service Institute of Pennsylvania..		Blank	8½ x 13
56	Annual Report—State-owned Trade School, State-aided Trade School, Private Trade School (Mimeo.) ..		Blank	8½ x 11
57	Application for Approval of Retraining Project (Part 1)	R-1	Blank	8½ x 11

No.	Title	Form No.	Format	Size
58	Recommended Employe for School District Retraining Project—Part 2 (Mimeo.)	R-1	Blank	8½ x 11
59	Payroll Requisition (Mimeo.)	R-2	Blank	8½ x 13
60	Monthly Teacher Progress Report of Retraining (Mimeo.)	R-3	Blank	8½ x 11
61	Monthly Full-time Coordinators Report—Retraining	R-4	Blank	8½ x 11
62	Course Outlined for Retraining Program (Mimeo.)		Blank	8½ x 11

V. STATE LIBRARY AND MUSEUM

A. Library

No.	Title	Form No.	Format	Size
1	From Shipping	SL-1	Labels	5 x 3
2	For Shipping	SL-2	Labels	5 x 3
3	White, return address left-hand corner	SL-4	Envelope	6½ x 3⅝
4	White, return address left-hand corner	SL-5	Envelope	9½ x 4⅛
5	Annual Library Report	SL-6	Blank	8 x 10½
6	Registration	SL-8	Card	5 x 3
7	White, return address left-hand corner	SL-9	Envelope	11 x 4¾
8	Charge Slip	SL-10	Card	3 x 5
9	Book Card, buff	SL-11	Card	3 x 5
10	Traveling Library Charging	SL-12	Card	5 x 3
11	Traveling Library Application	SL-13	Card	5 x 3
12	Book Pockets	SL-14	Blank	4¼ x 4⅜
13	Shipping Record	SL-15	Card	5 x 3
14	Book Card, white	SL-17	Card	2¼ x 5½
15	Window, return address left-hand corner	SL-18	Envelope	8⅞ x 3⅞
16	Blue Book Card	SL-19	Card	3 x 5
17	Borrowers	SL-20	Card	3 x 5
18	Kraft, return address left-hand corner	SL-21	Envelope	6½ x 9½
19	Application	SL-22	Card	5 x 3
20	Books—"Keep Dry"	SL-23	Labels	5 x 3
21	Report Card	SL-24	Card	5½ x 3¼
22	An Act to Prevent the Wilfully Cutting or Otherwise Injuring Any Book, etc.		Card	9 x 11
23	Letterheads		Blank	8 x 10½
24	Book Plates			3¼ x 3¾
25	Book Pockets, plain		Blank	4 x 4
26	Placard—Public Library		Placard	9 x 12
27	Steel Plate		Plate	

B. State Museum

No.	Title	Form No.	Format	Size
28	Application for Slides	SM-2	Blank	5½ x 8½
29	Acknowledgment of Order for Lantern Slides	SM-4	Card	5½ x 6½
30	Shipping, From	SM-5	Tags	4¾ x 2⅜
31	Shipping, To	SM-6	Tags	4¾ x 2⅜
32	Acknowledgment of Application for Lantern Slide	SM-7	Card	5½ x 3¼
33	Inventory Blank	SM-8	Blank	5¼ x 4
34	Lantern Slide, gummed, printed		Labels	3¼ x ½
35	Lantern Slide, gummed, plain		Labels	3¼ x ½
36	Lantern Slide Mats			3⅛ x 3⅞
37	Shipping Labels (for), gummed	SM-9	Labels	3 x 5
38	Shipping Labels (from), gummed	SM-10	Labels	3 x 5

VI. BUREAU OF PROFESSIONAL LICENSING

A. Pre-Professional Credentials

No.	*Title*	*Form No.*	*Format*	*Size*
1	Identification	PP-2	Card	7 x 4
2	Certified Record of Secondary School Work	PP-3	Blank	8 x 10½
3	Pre-Professional Examination Paper.	PP-4	Blank	8½ x 11
4	Admission, Pre-Professional	PP-5	Card	3½ x 4½
5	Memorandum of Secondary School and College Credit	PP-6	Blank	8 x 5
6	Pre-Professional Qualifying Certificate	PP-7	Certificate	9½ x 8
7	Certified Record of College Work	PP-11	Blank	8 x 10½
8	State Scholarship Examination	PP-13	Pamphlet	8½ x 11
9	General Information	PP-16	Blank	8½ x 11
10	Course in English for Pre-Professional Examinations	PP-18	Blank	8½ x 11
11	How to Secure an Equivalent Secondary School Certificate	PP-20	Blank	8½ x 11
12	Statement of Pre-Vocational Elementary Education	PP-21	Blank	8½ x 5½
13	Pre-Vocational Qualifying Certificate	PP-22	Certificate	10 x 8
14	Memorandum of Elementary and Secondary School Credit	PP-23	Blank	8 x 5

B. Registrations and Renewals

15	Admission, Professional	PL-1	Card	5 x 3
16	Yearly Record of Registration	PL-2	Card	6 x 4
17	Kraft with clasp; return address left-hand corner	PL-3	Envelope	10⅜ x 4½
18	Window, return address in left-hand corner	PL-4	Envelope	5 x 4⅜
19	Window, return address in left-hand corner	PL-5	Envelope	6½ x 3⅝
20	Self-Addressed	PL-6	Envelope	4⅞ x 4¼
21	White, return address in left-hand corner	PL-7	Envelope	10⅜ x 4½
22	Yearly Record of Registration	PL-8	Card	5 x 3
23	Photograph Slip	PL-9	Blank	5½ x 4½
24	Investigation Report	PL-11	Blank	8½ x 11
25	Fee Slip	PL-12	Blank	5 x 3
26	Inspection Report	PL-13	Blank	8½ x 11
27	White, stamped, return address in left-hand corner		Envelope	9½ x 4⅛
28	White, stamped, window, return address		Envelope	9½ x 4⅛
29	Self-addressed, stamped, return address in left-hand corner		Envelope	9½ x 4⅛
30	Letterheads			8 x 10½
31	Stationery		Blank	11 x 17

Architects

32	Application for Renewal of Registration as Architect	EA-2	Card	4¾ x 4
33	Application for Registration to Practice Architecture	EA-4	Blank	8 x 10½

No.	Title	Form No.	Format	Size
34	Temporary Certificate	EA-5	Blank	10 x 4
35	Reference Application	EA-7	Blank	8½ x 11
36	Letterheads		Blank	8 x 10½
37	Act No. 45		Blank	6 x 9
38	Act No. 369—State Board of Examiners of Architects			6 x 9
39	Registration of Architects		Booklet	3¾ x 9

BARBERS

40	Application for Certificate of Registration as Barber	BL-1	Blank	8 x 10½
41	Application for Registration and Permit as Apprentice or Student	BL-2	Blank	8 x 10½
42	Certificate of Registration as Barber	BL-3	Certificate	8½ x 5½
43	Certificate of Registration as Apprentice or Student in Barbering	BL-4	Certificate	8½ x 5½
44	Permit to Operate or Conduct a Barber Shop	BL-5	Permit	8½ x 5½
45	Manila, return address in left-hand corner	BL-6	Envelope	9½ x 6½
46	Record of Registration	BL-7	Card	6 x 4
47	Record of Apprentice Registration	BL-9	Card	6 x 4
48	Temporary Certificate to Practice Barbering	BL-10	Blank	8½ x 5½
49	Registration	BL-11	Card	4 x 2½
50	Application for Renewal of Registration as Barber	BL-12	Card	4¾ x 2
51	Barber Shop Inspection Report	BL-13	Blank	8½ x 11
52	Closing of Barber Shops	BL-14	Placard	11 x 14
53	Application for Certificate of Registration as Barber-Teacher	BL-15	Blank	8½ x 11
54	Examination Questions		Blank	8½ x 11
55	Acts		Pamphlet	6 x 9
56	Letterheads		Blank	8 x 10½
57	Blank Stationery		Blank	22 x 34
58	Facsimile signature printed on registration cards		Card	
59	Bulletin 604		Pamphlet	6 x 9
60	Rules and Regulations		Blank	8 x 12

BEAUTICIANS

61	Application for Certificate of Registration as School of Beauty Culture	BK-1	Blank	8 x 10½
62	Application for Examination for Certificate of Registration as Teacher, Manager, Operator, or Manicurist	BK-2	Blank	8 x 10½
63	Application for Certificate of Registration as Student of Beauty Culture	BK-3	Blank	8½ x 11
64	Certificate of Registration to Operate or Conduct a School of Beauty Culture	BK-4	Certificate	8½ x 5½
65	Certificate of Registration as Teacher	BK-5	Certificate	8½ x 5½
66	Certification of Registration as Manager	BK-6	Certificate	8½ x 5½
67	Certificate of Registration as Operator in a Beauty Shop	BK-7	Certificate	8½ x 5½
68	Certificate of Registration as Manicurist	BK-8	Certificate	8½ x 5½

No.	*Title*	*Form No.*	*Format*	*Size*
69	Certificate of Registration as Owner of a Beauty Shop	BK-10	Certificate	8½ x 5½
70	Temporary Permit	BK-11	Permit	8½ x 5½
71	Application for Certificate of Registration as Owner of a Beauty Shop	BK-12	Blank	8 x 10½
72	Application for Renewal of Registration as School in Beauty Culture	BK-13	Card	4¾ x 4
73	Application for Renewal of Registration as Teacher in Beauty Culture	BK-14	Card	4¾ x 4
74	Application for Renewal of Registration as Manager in Beauty Culture	BK-15	Card	4¾ x 4
75	Application for Renewal of Registration as Operator in Beauty Culture	BK-16	Card	4¾ x 4
76	Application for Renewal of Registration as Manicurist in Beauty Culture	BK-17	Card	4¾ x 4
77	Application for Renewal of Registration as Owner in Beauty Culture	BK-18	Card	4¾ x 4
78	Sanitary Rules and Regulations for the Operation and Conduct of Beauty Shops and Schools	BK-19	Card	8 x 12
79	Closing of Beauty Culture Schools	BK-20	Placard	11 x 14
80	Closing of Beauty Shops	BK-21	Placard	11 x 14
81	Beauty Shop Inspection Blank	BK-22	Blank	8½ x 11
82	Certificate of Registration as Apprentice in Beauty Culture	BK-23	Certificate	8½ x 5½
83	Closing of Beauty Culture Schools Permanently	BK-24	Placard	14 x 11
84	Closing of Beauty Culture Schools Temporarily	BK-25	Placard	14 x 11
85	Duplicate Certificate of Registration.	BK-26	Certificate	8½ x 5½
86	Examination Questions		Blank	8½ x 11
87	Interpretations and Regulations for the Administration of Beauty Culture Law		Pamphlet	6 x 9
88	Admittance Card to Examination	BK-27	Card	6 x 7½
89	Blank Stationery		Blank	21 x 32
	Dental			
90	Dental Examination Grade Sheet	DC-1	Blank	21 x 16
91	Application for Renewal of Registration as Dentist	DC-2	Card	4¾ x 4
92	Dental Application—Divided Examination	DC-4	Blank	8 x 10½
93	Diagnostic Sheet	DC-6	Blank	8½ x 11
94	License to Practice Dentistry	DC-7	License	17 x 14
95	Application to Practice Dentistry	DC-8	Blank	8½ x 11
96	Yearly Record of Registration	DC-10	Card	6 x 4
97	Dental Hygienist	DC-11	License	12 x 9½
98	Application for Renewal of Registration as Dental Hygienist	DC-13	Card	4¾ x 4
99	Copy of Record of Dental License		Blank	12 x 13
100	Letterheads		Blank	8 x 10½
101	Inscribing Names on Licenses		Service	
102	Inscribing Names on Licenses		Service	
103	Registered Dentists and Dental Hygienists		Bulletin	3⅝ x 9
104	Acts		Pamphlet	6 x 9
	Engineers			
105	Reference Letter—Surveyor	PE-1B	Blank	8 x 10½
106	Reference Letter—Professional Engineer	PE-1A	Blank	8 x 10½

No.	Title	Form No.	Format	Size
107	Registration—Professional Engineer.	PE-3	Card	4 x 2½
108	Registration—Surveyor	PE-4	Card	4 x 2½
109	Application for Renewal of Registration as Professional Engineer	PE-3	Card	4¾ x 4
110	Application for Renewal of Registration as Surveyor	PE-4	Card	4¼ x 4
111	Fee Record	PE-5	Card	6 x 4
112	Record	PE-7	Card	6 x 4
113	Rules of the State Registration Board of Professional Engineers	PE-12	Blank	6 x 9
114	Application	PE-13	Blank	8 x 10½
115	Address Card	PE-14	Card	5 x 3
116	Professional Engineer	PE-15	Certificate	21 x 15
117	Surveyor	PE-16	Certificate	21 x 15
118	White, self-addressed	PE-17	Envelope	9½ x 4⅛ (#10)
119	Application Card	E-11		
	Classification Card	E-6		
120	Letterheads		Blank	8 x 10½
121	First and Second Sheet of Design of Seal Letters		Blank	8½ x 11
122	Act No. 415		Pamphlet	6 x 9
123	Registered Professional Engineers and Surveyors		Pamphlet	3½ x 9
124	Facsimile signature printed on registration cards		Card	

Medical

125	Laws, Rules, Supplementary Administrative Code and Registration Act	#18M	Bulletin	3⅝ x 6
126	Rules and Information—Drugless Therapy, Physiotherapy and Chiropody	#19M	Bulletin	3⅝ x 6
127	Hospital Interu Year	#20M	Bulletin	3⅝ x 6
128	Midwife's Report to Inspector	ME-2	Card	5 x 3
129	Application to Practice Medicine	ME-3	Blank	8½ x 11
130	Certificate of Medical Education	ME-5	Blank	8 x 10½
131	Application for Registration	ME-8	Card	5 x 3
132	Medicine and Surgery by Examination	ME-9	License	17 x 14
133	Application for Renewal of Registration in Medicine and Surgery	ME-10	Card	4¾ x 4
134	License to Practice Medicine and Surgery by Reciprocity	ME-11	License	17 x 14
135	Intern Certificate	ME-12	Blank	8½ x 11
136	Registration Card for Midwives	ME-14	Card	4 x 2½
137	Application to Practice Chiropody, Drugless Therapy, or Physiotherapy	ME-16	Blank	8½ x 11
138	Application for Renewal of Registration as Drugless Therapist	ME-17	Card	4¾ x 4
139	Application for Renewal of Registration as Physiotherapist	ME-24	Card	4¾ x 4
140	Application for Renewal of Registration as Chiropodist	ME-25	Card	4¾ x 4
141	License to Practice Chiropody	ME-26	License	17 x 14
142	License to Practice Physiotherapy	ME-27	License	17 x 14
143	Summary of Examinations	ME-28	Blank	17 x 16½
144	Copy of Record of Medical License		Blank	8 x 10½
145	Registered Physicians		Pamphlet	3½ x 9
146	Registered Practitioners of Drugless Therapy, etc.		Booklet	3½ x 6

No.	*Title*	*Form No.*	*Format*	*Size*
147	Approved Medical Schools		Booklet	3⅝ x 6
148	Record of Medical Licenses		Book	11 x 17
149	Inscribing Names on Licenses—Medical		Service	
150	Inscribing Names on Licenses		Service	
151	Letterheads		Blank	8 x 10½
152	Acts		Pamphlet	6 x 9
	Mine Inspectors			
153	Inscribing Names on Licenses—Bituminous			
154	Certificate of Qualification as Mine Inspector	MI-1	Certificate	(#12) 17 x 14
155	Inscribing Names on Licenses—Mine Inspectors—Anthracite			
	Nurses			
156	Notice of Failure	RN-2	Card	6 x 3½
159	Application of Certificate of Record for Renewal for Registered Nurses	RN-3	Card	4¾ x 4
158	Card of Admission	RN-4	Card	6 x 3⅜
159	Application for Annual Certificate of Record for Nurses	RN-5	Card	4¾ x 4
160	This Is Your Receipt	RN-6	Blank	8½ x 7
161	Application for Renewal of Registration as Licensed Attendant	RN-7	Card	4¾ x 4
162	Application for Examination for Certificate as Registered Nurse	RN-8	Blank	8 x 10½
163	Annual Report of School of Nursing	RN-9	Blank	8½ x 11
164	Notice to Successful Examinees	RN-10	Card	6 x 3½
165	Questionnaire—Educational Advisers—Schools of Nursing	RN-13	Pamphlet	8 x 9½
166	Application for Examination for Certificate as Licensed Attendant	RN-14	Blank	8 x 10½
167	Application for Certificate as Registered Nurse in Pennsylvania without Examination	RN-15	Blank	8 x 10½
168	Registered Nurse	RN-19	License	14 x 11
169	Window, return address in left-hand corner	RN-21	Envelope	6½ x 3⅝ (6¾)
170	Self-addressed	RN-24	Envelope	8⅞ x 3⅞ (#9)
171	Registered Nurses (Not published since 1933-1934)		Pamphlet	3½ x 9
172	Schools of Nursing		Pamphlet	9 x 12
173	Names Inscribed on Licenses		Service	
174	Letterheads		Blank	8 x 10½
175	Act No. 41			6 x 9
176	Act No. 477			6 x 9
177	Binding Minutes of Meetings			
178	Facsimile Signature Placed on Registration Cards			
179	Curriculum		Pamphlet	6 x 9
180	Approved Schools of Nursing		Pamphlet	12 x 9
181	License for Nurses and Attendants	PIRN	Blank	11 x 14
182	Letterheads			
	Optometrical			
183	Application for Renewal of Registration as Optometrist	OE-1	Card	4¾ x 4

No.	Title	Form No.	Format	Size
184	Application for Renewal of Registration as Optometrist (Branch Office)	OE-1-A	Card	4¾ x 4
185	Optometrical Law	OE-3	Booklet	4½ x 6
186	Optometry	OE-5	License	17 x 14
187	Application for Standard Examination	OE-7	Blank	8½ x 11
188	Record	OE-9	Card	4½ x 6
189	Financial Report	OE-10	Blank	8 x 10½
190	Copy of Record of Optometrical License	OE-12	Blank	8½ x 13
191	Inscribing Names on Licenses		Service	
192	Letterheads		Blank	8 x 10½
193	Registered Optometrists		Bulletin	3⅝ x 9
194	Record of Optometrical License		Book	8½ x 13½
195	Acts		Pamphlet	6 x 9
	Osteopathic			
196	Application for License to Practice Osteopathy	BO-2	Blank	8 x 10½
197	Application for License to Practice Osteopathy by Reciprocity	BO-3	Blank	8 x 10½
198	Osteopathic	BO-4	License	17 x 14
199	Application for Renewal of Registration as Osteopathic Physician	BO-7	Card	4¾ x 4
200	Reciprocal License to Practice Osteopathy	BO-9	License	17 x 14
201	Inscribing Names on Licenses		Service	
202	Letterheads		Blank	8 x 10½
203	List of Registered Osteopathic Physicians		Pamphlet	3⅝ x 9
204	A Digest of the Laws Relating to the State Board		Pamphlet	3⅝ x 9
205	Acts		Pamphlet	6 x 9
206	Application for Renewal of Registration as Osteopathic Surgeons	OS-1	Card	4¾ x 4
207	Letterheads		Blank	8 x 10½
208	Inscribed Names on Licenses		Service	
	Pharmacy			
209	Permit Number Record	BP-1	Card	5 x 3
210	Notice of Expiration of Pharmacy Permit	BP-2	Blank	8 x 10½
211	Application for Registration and Permit to Conduct a Pharmacy	BP-3	Blank	8½ x 11
212	Registered Pharmacy Permit	BP-4	Permit	8½ x 7½
213	Certification of Pharmaceutical Experience	BP-5	Blank	8 x 10½
214	Application for Examination, Registration and Certificate as Registered Assistant Physician	BP-6	Blank	8½ x 14
215	Examination Question Papers	BP-7	Blank	8½ x 11
216	Materia Medica Answer Papers	BP-8	Blank	8½ x 11
217	Pharmaceutical Mathematics Answer Papers	BP-9	Blank	8½ x 11
218	Toxicology and Posology Answer Papers	BP-10	Blank	8½ x 11
219	Request for Pharmacist Application Form	BP-11	Card	6 x 4
220	Application for Examination, Registration and Certificate as Pharmacist	BP-12	Blank	8½ x 14

No.	Title	Form No.	Format	Size
221	Pharmacist Application Record	BP-13	Blank	10½ x 16
222	Official Notice—Registered Pharmacist	BP-14	Blank	8½ x 11
223	Official Notice—Assistant Pharmacist	BP-15	Blank	8½ x 11
224	Pharmacy Answer Papers	BP-18	Blank	8½ x 11
225	Chemistry Answer Papers	BP-20	Blank	8½ x 11
226	Assistant Pharmacist Application Record	BP-22	Blank	10½ x 16
227	Application for Registration as Pharmacy Apprentice	BP-23	Blank	8 x 10½
228	Notice of Examination	BP-24	Blank	8 x 10½
229	Pharmacist Examination Record—Refused	BP-27	Blank	10½ x 16
230	Pharmacist	BP-30	Certificate	17 x 14
231	Assistant Pharmacist	BP-31	Certificate	14 x 17
232	Notice of Failure to Apply for Pharmacy Permit	BP-32	Blank	8 x 3
233	Notice of Unsatisfactory Application	BP-33	Blank	4 x 3
234	Request for Assistant Pharmacist Application	BP-36	Card	6 x 4
235	Assistant Pharmacist Examination Record—Refused	BP-37	Blank	10½ x 16
236	Notice to Employers of Apprentices	BP-38	Blank	8 x 4¼
237	Self-addressed, colored inks	BP-40	Envelope	8⅞ x 3⅞
238	Pharmacy Apprentice	BP-41	Certificate	10 x 9
239	Questionnaire on Pharmacy Inspection	BP-42	Blank	8½ x 11
240	Application for Renewal of Registration as Pharmacist	BP-43	Card	4¾ x 4
241	Application for Renewal of Registration as Assistant Pharmacist	BP-44	Card	4¾ x 4
242	Letterheads		Blank	8 x 10½
243	Inscribing Licenses		Service	
244	A Compilation of the Laws Relating to the State Board of Pharmacy, Pharmacists, Pharmacies, etc.		Bulletin	6 x 9
245	Acts		Pamphlet	6 x 9
246	Index—Assistant Pharmacist Index No. 5		Book	11 x 16
247	Report on Drug Sampling	BP-1000	Blank	8½ x 11
248	Identification Label	BP-1001	Blank	5 x 3
249	Laboratory Report	BP-1002	Blank	8½ x 11
250	Copy of Laboratory Report and Laboratory Case Record	BP-1003	Blank	8½ x 11
251	Letterheads		Blank	8 x 10½

PUBLIC ACCOUNTANT

252	Information for Candidates for the Degree of Certified Public Accountant	PA-1	Pamphlet	6 x 9
253	Examination Questions	PA-2	Bulletin	6 x 9
254	Questionnaire Respecting Applicants for Examination	PA-3	Bulletin	8½ x 11
255	Application for Examination	PA-5	Blank	8 x 10½
256	Certified Public Accountant	PA-6	License	22 x 17
257	Inscribing Names on Licenses		Service	
258	Letterheads		Blank	8½ x 11

REAL ESTATE

259	Application for Registration as Broker	RE-1		8 x 10½
260	Application for Registration as Salesman	RE-2		8 x 10½

No.	Title	Form No.	Format	Size
261	Brokers' Certificates of Registration	RE-11		10½ x 8
262	Salesmen's Certificates of Registration	RE-12		8 x 10½
263	Salesmen's Permits	RE-17		8½ x 5½
264	Duplicate Certificates	RE-11		10½ x 8
265	Branch Office Certificates	RE-13		10½ x 8
266	Branch Office Application			8½ x 11
267	Release Form			8½ x 11
268	Change of Address by Broker			8½ x 11
269	Affidavit			8½ x 11
270	Change of Employer by Salesman (Form 10)			8½ x 13
271	Form 6—Consent to Service			8½ x 13
272	Form 7—Resolutions			8½ x 13
273	Examination Pamphlets		Pamphlet	6 x 9
274	Rules and Regulations			8½ x 11
275	Examination Questions		Blank	8½ x 11
276	Photograph Slip		Card	5 x 2½
277	Acts		Pamphlet	6 x 9
278	Letterheads			
279	Blank Stationery			
280	Duplicate Certificates (Salesmen)	RE-12		8 x 10½

VETERINARY MEDICAL

281	Application for Annual Renewal of Registration	BV-1	Card	5½ x 7
282	Registration Card for Veterinarian	BV-2	Card	4 x 2½
283	Application for Renewal of Registration in Veterinary Medicine	BV-3	Card	4¾ x 4
284	Registered Veterinarians	BV-4	License	8½ x 15½
285	Letterheads		Blank	8½ x 11

C. LAW ENFORCEMENT—NO FORMS

D. PERSONNEL EXAMINATION—NO FORMS

LAW ENFORCEMENT

286	Investigation Report	PIPL-11		
287	Inspection Report	PIPL-13		

VII. SCHOOL EMPLOYES' RETIREMENT BOARD

No.	Title	Form No.	Format	Size
1	Mailing Labels	RB-1	Labels	3 x 5
2	Application for Membership	RB-2	Blank	10⅝ x 17
3	Certificate of Membership	RB-3	Card	3¾ x 2½
4	Withdrawal Register Sheets	RB-4	Sheet	8½ x 14
5	Receipt Cards—Superannuation	RB-5A	Card	5½ x 3
6	Receipt Cards—Disability	RB-5B	Card	5½ x 3
7	Receipt Cards—Former Teacher	RB-5C	Card	5½ x 3
8	Application for Return of Contributions	RB-6	Card	6 x 4
9	Interest Account Sheets	RB-7	Sheet	14 x 17
10	Official Ballot	RB-8	Blank	3 x 5¼
11	Record of Contributions	RB-9	Card	10⅞ x 9⅞
12	Physician Certificate	RB-11	Letter	8 x 10½
13	Monthly Report of Changes (small)	RB-12B	Blank	14 x 8½
14	Monthly Report of Changes (large)	RB-12A	Blank	14 x 17
15	Monthly Report of Salary (small)	RB-13A	Blank	8½ x 14
16	Monthly Report of Salary Deductions (large)	RB-13B	Blank	8½ x 28

No.	*Title*	*Form No.*	*Format*	*Size*
17	Member Record Cards	RB-15	Card	3 x 5
18	Summary Cards (Employers' Annuity Savings Account)	RB-16	Card	11 x 10
19	Register Book Sheets—New Entrant	RB-17	Sheet	8½ x 14
20	Bond Maturity Record Card	RB-18	Card	5 x 3
21	Bond Register Record Card	RB-19	Card	8 x 5
22	Record of District Payments	RB-21	Card	10⅞ x 9⅞
23	Annual Report School Employes' Form A (small)	RB-22A	Blank	8½ x 16
24	Annual Report School Employes' Form A (large)	RB-22B	Blank	17 x 16
25	Detail of Computation—Superannuation	RB-23	Card	6 x 4
26	Detail of Computation—Disability	RB-24	Card	6 x 4
27	Computation Sheets—District's Contributions	RB-25	Sheet	8½ x 11
28	Beneficiary Letters	RB-26	Letter	8 x 10½
29	Salary Record Sheets for Actuary	RB-27	Sheet	8½ x 14
30	Statement Blanks—Members' Contributions	RB-28	Blank	8 x 7
31	Statement Blanks—District's Contributions	RB-29	Blank	8 x 5
32	Control Record—Members' Contributions	RB-30	Card	10⅞ x 9⅞
33	Application for Compensation	RB-31	Blank	10½ x 16
34	Bond Interest Record Card	RB-32	Card	8 x 5
35	Application for Disability Retirement	RB-33	Letter	8 x 10½
36	No. 10 Envelopes	RB-35	Envelopes	9½ x 4⅛
37	Certificate of Prior Service	RB-36	Blank	8½ x 11
38	Renewal of Disability Retirement	RB-37	Letter	8 x 10
39	Application for Superannuation	RB-38	Card	6 x 4
40	Manila Envelopes (small)	RB-39	Envelopes	10½ x 7½
41	Manila Envelopes (large)	RB-40	Envelope	12 x 9
42	Window Envelopes No. 9	RB-42	Envelope	8¾ x 4
43	Contingent Reserve Account Sheets	RB-43	Sheets	14 x 8½
44	Ledger Sheets—Employes' Annuity Savings Account	RB-44	Sheet	14 x 8½
45	Ledger Sheets—State Annuity Reserve Account	RB-45	Sheet	14 x 8½
46	Ledger Sheets—Cash Book Receipts	RB-46	Sheet	14 x 8½
47	Ledger Sheets—Cash Book Disbursements	RB-47	Sheet	14 x 8½
48	Ledger Sheets—Profit and Loss	RB-48	Sheet	14 x 8½
49	Ledger Sheets—Retirement Register	RB-49	Sheet	14 x 8½
50	Register of Allowances Terminated	RB-51	Sheet	14 x 8½
51	Manila Envelopes with Gummed Flap	RB-53	Envelope	6 x 9

VIII. PENNSYLVANIA HISTORICAL COMMISSION

No.	*Title*	*Form No.*	*Format*	*Size*
1	Archæological Survey	HC-1	Blank	8½ x 11
2	Field Record	HC-2	Blank	8½ x 11
3	White, return address in left-hand corner	HC-3	Envelope	9½ x 4⅛
4	Window, return address in left-hand corner	HC-4	Envelope	8⅞ x 3⅞
5	Kraft, return address in left-hand corner	HC-5	Envelope	6½ x 9½

No.	Title	Form No.	Format	Size
6	Kraft, return address in left-hand corner	HC-6	Envelope	10 x 13
7	Letterheads			8 x 10½
8	Dedication of Markers		Program	6¼ x 8½
9	Invitations		Card	
10	Badges—Blue Silk Ribbon, Seal Printed in Gold			1-13/16 x 3¾
11	No Trespassing		Placard	11 x 7

IX. PENNSYLVANIA STATE BOARD OF CENSORS

No.	Title	Form No.	Format	Size
1	Field Inspector's Elimination Sheet	BC-1	Blank	8½ x 7
2	Censorship "Approved" with Eliminations (Certificate)	BC-3	Blank	8½ x 14
3	Affidavit for Duplicate Films	BC-4	Blank	8 x 10½
4	Application for Issuance of Substituted Approval	BC-5	Blank-Seals	8 x 7
5	Violation Notice	BC-6	Blank	8 x 7
6	Envelopes—for approval seals, Kraft with clasp	BC-7	Envelopes	6 x 3⅜
7	Inspector's Report	BC-8	Blank	8½ x 7
8	Operator's Daily Report	BC-9	Blank	8½ x 11
9	Index (two colors)	BC-11	Card	6 x 4
10	Field Inspector's Elimination Sheet	BC-12	Blank	8½ x 14
11	Certificate of Censorship "Approved"	BC-17	Blank	8½ x 7
12	Application for Examination	BC-18	Blank	8½ x 11
13	Eliminations, long, salmon and pink	BC-21	Blank	8½ x 14
14	Eliminations, long, white and blue	BC-22	Blank	8½ x 14
15	Eliminations, short, salmon and pink	BC-25	Blank	8½ x 7
16	Eliminations, short, blue and white	BC-26	Blank	8½ x 7
17	Returns to State Treasurer of Substituted Approval Seals	BC-27	Blank	8½ x 11
18	Receipt for Films	BC-30	Blank	8 x 3
19	Card of Admission	BC-31	Card	3½ x 2⅜
20	Kraft, addressed to Philadelphia with Pittsburgh return	BC-33	Envelope	9 x 12
21	Stamped, with Philadelphia address	BC-35	Envelope	9½ x 4⅛
22	Window, Philadelphia return in left-hand corner	BC-38	Envelope	6½ x 3⅝
23	Manila, addressed to Harrisburg with Pittsburgh return	BC-39	Envelope	9 x 12
24	Notification of Wrong Seal	BC-42	Card	5½ x 3¼
25	Pittsburgh return in left-hand corner	BC-44	Envelope	6½ x 3⅝
26	Philadelphia return in left-hand corner	BC-47	Envelope	9½ x 4⅛
27	Kraft, Philadelphia return address in corner	BC-48	Envelope	11½ x 8½
28	Kraft, Philadelphia return address in corner	BC-49	Envelope	9 x 12
29	Addressed to Pittsburgh, Harrisburg return	BC-50	Envelope	9½ x 4⅛
30	Addressed to Philadelphia, Harrisburg return	BC-51	Envelope	9½ x 4⅛
31	Letterheads		Blank	8 x 7
32	Letterheads		Blank	8 x 10½
33	Personal Name		Card	3½ x 2

(Concluded from Inside Front Cover Page)

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